

Division of Early Learning Announces ATS

The Office of the State Superintendent of Education is pleased to announce a new online Attendance Tracking System (ATS) for our subsidy providers throughout DC and surrounding areas. This web-based solution makes monthly time entry easier than ever! All provider sites will be listed with assigned children displayed within the attendance grid.

Beginning with the June 2014 attendance, ATS will be the application all subsidy providers must use to submit attendance to the OSSE Attendance Coordinators. This new system includes:

- **Month Date Displays** – ensuring the information is entered for the appropriate child on the appropriate day.
- **User Codes** – previously defined user codes will be used in ATS and the same premise of entering only exceptions will be in force.
- **Save as Draft** – providers can enter attendance daily using the Save as Draft function.
- **Edit Attendance Entries** – providers can make changes at any time before submitting the form for approval.
- **Load Holidays and Approved Closures** – enter closures affecting all children with just a few key strokes.
- **Add Attachments** – easily upload child and site supporting documentation.
- **Print** – completed forms can be printed for your files.

To support the rollout of this new application, Webinars have been scheduled for the following dates and times based on whether you are a multi-site, single-site, home provider or need Spanish translation. A representative from each Provider must attend one of the webinars in order to receive their username and password for the OSSE ATS system. **Reservations are required. Please call Nikki Roach at (202) 727-3465 or Erica Nelson at (202) 727-8123 to register and to receive the Webinar URL and dial-up number.**

JUNE 9, 2014	JUNE 10, 2014	JUNE 11, 2014	JUNE 12, 2014	JUNE 13, 2014
Multi-Site Provider 9:00 AM – 11:00 AM 1:00 PM – 3:00 PM	Multi-Site Provider 9:00 AM – 11:00 AM 1:00 PM – 3:00 PM	Single Site Provider 9:00 AM – 11:00 AM 1:00 PM – 3:00 PM	Single Site Provider 9:00 AM – 11:00 AM 1:00 PM – 3:00 PM	Home Provider 9:00 AM – 11:00 AM En Español 1:00 PM – 3:00 PM

If you feel you need more help after the webinar, we are scheduling open classroom sessions for the following dates. Registration is not required. Simply come to the OSSE Building at 810 First Street NE, Room 3002, Washington, DC 20002 between the hours listed below.

JUNE 16, 2014 - Classroom	JUNE 18, 2014 - Classroom	JUNE 20, 2014 - Classroom	JULY 1, 2014 - Classroom
9:30 AM – 12:00 PM 12:30 PM – 3:00 PM	9:30 AM – 12:00 PM 12:30 PM – 3:00 PM	9:30 AM – 12:00 PM 12:30 PM – 3:00 PM	9:30 AM – 12:00 PM 12:30 PM – 3:00 PM

For any questions regarding this announcement, email linda.callahan@dc.gov.